

Expense Reimbursement Authorization

Attached Documents

Review all sections of the form and then complete the last section at the bottom of the page.

MILEAGE EXPENSE REIMBURSEMENT FORM- SUPERINTENDENT

Task ID: Created: 04-Jul-2022 02:49.04 PM - By: Jennifer Thompson - Processed: 06-Jul-2022 08:46.25 AM - By: Gregory Luterbach

	Rocky View Schools
<h1>MILEAGE EXPENSE REIMBURSEMENT FORM- SUPERINTENDENT</h1>	

Name:	Luterbach, Gregory W
School/Department:	EC-Superintendent
Date:	04-Jul-2022

	Date	Purpose	From/To Description	KMs	Roundtrip	Total KMs	GST Auto Calc	Amount Incl GST
Mileage @ \$0.505/km	03-Jun-2022	Prince of Peace celebration	Airdrie to Prince of Peace	34	<input checked="" type="checkbox"/>	68.00	1.64	34.34
	04-Jun-2022	Bow Valley Grad attendance	Airdrie to Calgary	30	<input checked="" type="checkbox"/>	60.00	1.44	30.30
	05-Jun-2022	ASBA SGM attendance	Airdrie to Red Deer	120	<input checked="" type="checkbox"/>	240.00	5.77	121.20
	15-Jun-2022	Board tours - Glenbow Elem/RVSCCLC Cochrane	Airdrie to Cochrane	44	<input checked="" type="checkbox"/>	88.00	2.12	44.44
						0.00	0.00	0.00
						0.00	0.00	0.00
	16-Jun-2022	Board tours - Bears paw School	Airdrie to Bears paw	35	<input type="checkbox"/>	35.00	0.84	17.68
	16-Jun-2022	Board tours - Ecole Manachaban/Elizabeth Barrett	Bears paw to Cochrane	18	<input type="checkbox"/>	18.00	0.43	9.09
	16-Jun-2022	Board tours - RancheView School	Manachaban to RancheView	5	<input type="checkbox"/>	5.00	0.12	2.53
	16-Jun-2022	Board tours - return to Ed Centre	Cochrane to Airdrie	44	<input type="checkbox"/>	44.00	1.06	22.22
	16-Jun-2022	Retirement and Long Service Awards Event	Airdrie to Calgary	30	<input checked="" type="checkbox"/>	60.00	1.44	30.30
	21-Jun-2022	Langdon Ground Breaking Ceremony	Airdrie to Langdon Sarah Thompson	56	<input checked="" type="checkbox"/>	112.00	2.69	56.56
	21-Jun-2022	Joint Board of Trustees & Irricana Council meeting	Airdrie to Irricana	38	<input checked="" type="checkbox"/>	76.00	1.83	38.38
						0.00	0.00	0.00

Submitting this form certifies that the foregoing expenses were incurred by me for Rocky View Schools business and are in compliance with School Division policy and guidelines. Click here to view AP5110.	<b>Total GST</b>	<b>Total Claim</b>
	<b>\$19.38</b>	<b>\$407.03</b>
	Comments / Instructions:	

Enter GL Coding / Tax Amounts:				
GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
		407 03	1	19.38
<b>Total Without Taxes:</b>				387.65
<b>Tax Total:</b>				<u>19.38</u>
<b>Total With Taxes:</b>				407.03

GL DISTRIBUTION ENTRY WITH APPROVAL

Task ID - Created: 06-Jul-2022 08:46.25 AM - By: Gregory Luterbach - Processed: 07-Jul-2022 08:39.42 AM - By: Norma Lang

Action Taken: No Objection

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
		407 03	1	19.38
<b>Total Without Taxes:</b>				387.65
<b>Tax Total:</b>				<u>19.38</u>
<b>Total With Taxes:</b>				407.03

Comment

ACCOUNTS PAYABLE CLERK SECTION

Task ID: - Created: 07-Jul-2022 08:39.42 AM - By: Norma Lang - Processed: 20-Jul-2022 09:36.05 AM - By: Cinty Ramjattan

Action Taken: Approve Expense

Period: 202211

Vendor Number: Luterbach, Gregory W

Invoice Number:

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
		407 03	1	19.38
<b>Total Without Taxes:</b>				387.65
<b>Tax Total:</b>				<u>19.38</u>
<b>Total With Taxes:</b>				407.03

Comment